

**Monroe #1 BOCES Technology Committee**  
**Evaluation of Technology Plan Goals**

**Goal:**

To what extent were the purposes, and objectives of the goal achieved?
Was the target population served by the goal? In what ways?
What is left to accomplish?
Is the goal still relevant to the BOCES needs? If so, how? If not, why?
How can the goal be improved, updated or should anything be added to the goal as a result of new developments or needs?
Are there any additional resources needed to develop or define the goal?
New Goal wording:

**Monroe #1 BOCES Technology Plan  
2003-2005**

# **Internet Policies**

**Policy #**        **3230**  
**Date**            1998  
**Section**        Administration

**Subject:        Internet and Electronic Mail**

**Internet/Electronic Mail Acceptable Use Policy for Monroe #1 BOCES and Member Districts**

Recognizing that the Internet represents an important state of the art electronic resource that allows access to ideas, information and commentary from around the world, Monroe #1 BOCES may provide Internet access to staff and students as an aid to research, teaching and learning. Access to the Internet and electronic mail will be governed by this policy and BOCES administrative procedures. In addition to the instructional use of the Internet, staff and students shall also be guided by BOCES policies, practices and procedures concerning the acquisition and use of textbooks, library books, and other instructional media.

Students shall be authorized to use the Internet facilities and connections for study, research, and communication related to their assigned course work and approved co-curricular activities. Members of the staff shall be authorized to use the Internet facilities and connections for instruction, professional development, training, and for research and communications related to curriculum, approved co-curricular activities or for other purposes in their assigned areas of responsibility.

Before any student is permitted to use the Internet facilities and connections parents shall be notified:

that a user may be able to gain access to services on the Internet which may not be appropriate or suitable for educational purposes;

that communications on the Internet are not censored by BOCES and

that because of these factors it is possible that students will read, view, and hear material on the Internet that they or their parents find inappropriate, offensive, or controversial.

Any on-site or off-site use of the BOCES Internet facilities and connections, which is not authorized or conducted strictly in compliance with this policy or BOCES procedures and regulations, is prohibited. Users who engage in unauthorized use of the Internet, or who violate any of the terms and conditions of Internet use as prescribed by the BOCES may have their use privileges suspended or revoked. Users granted access to the Internet facilities and connections through BOCES assume personal responsibility and liability, both civil and criminal, for their unauthorized or improper use.

## **Internet/Electronic Mail Acceptable Procedures and Regulations**

### **BOCES and Districts using BOCES Operated Connections**

#### **Procedures for Obtaining Approval for Internet/Electronic Mail Use**

##### **Students**

A student may be authorized to use the BOCES Internet facilities and connections with the following conditions:

The student must complete a teacher-supervised orientation in the use of the Internet, which shall include instruction in the operation of the BOCES equipment, instruction in the authorized educational uses of the Internet facilities and user conduct on the Internet. Satisfactory completion of the orientation shall be certified by a teacher.

The student shall sign the BOCES Internet User Agreement.

The student's parents or guardians will be notified of the BOCES Acceptable Use Policy and be required to sign and return the notification.

The student shall file the signed user agreement and parent notification form with the building principal.

The building principal will approve properly completed forms, at which time the student is authorized to establish an Internet address and commence using the system.

##### **Employees**

An employee may be authorized to use the BOCES Internet facilities and connections with the following conditions:

The employee must complete an orientation in the use of the Internet which shall include instruction in the operation of BOCES equipment, instruction in the authorized uses of BOCES Internet facilities and connections, and instruction in the rules and principles of responsible user conduct on the Internet.

The employee shall sign the BOCES Internet User Agreement.

The employee shall file the signed user agreement with the building principal or department supervisor.

Unauthorized use of encryption techniques is prohibited.

Any employee who is a minor must complete the student application and agreement form.

## **Rules for Use of the Internet**

### ***Uses authorized by BOCES policy***

Students shall be authorized to use the BOCES Internet facilities and connections for study, research, and communications related to their assigned course work and approved co-curricular activities. Use of data encryption techniques is prohibited.

Teachers, other members of the instructional staff, and educational administrators shall be authorized to use the BOCES Internet facilities and connections for instruction, for professional development and training, and for research and communications related to the curriculum and approved co-curricular activities. The instructional use of the Internet is governed by the BOCES policies, practices and procedures concerning the acquisition and use of textbooks, library books, and non-print media.

Administrators, supervisors, and members of the support staff shall be authorized to use the BOCES Internet facilities and connections associated with their assigned areas of responsibility.

District based classrooms or districts will adhere to their home districts Acceptable Use Policy. If no policy is in place, they will be governed by the guidelines of the BOCES Acceptable Use Policy.

### **Unauthorized and illegal uses**

Any use, whether onsite or offsite, of the BOCES Internet facilities and connections, which is not authorized by, or conducted strictly in compliance with the BOCES policy, practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited. In addition, users are advised of the following specific unauthorized and illegal uses.

#### **Copyright**

Users are personally responsible for observing the copyright laws in their use of the Internet. Users may face serious civil and/or criminal penalties for any violation of the copyrights of others. Users must obtain the consent of the copyright owner before they copy, download, transmit, retransmit, or alter copyrighted material, other than as permitted by the principle of fair use as defined in the copyright law.

#### **Obscene materials**

There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of the BOCES Internet facilities to make, transmit, or receive obscene materials is prohibited and may result in disciplinary or legal action against the violator.

### **Commercial activities**

Users are prohibited from using the Internet/Electronic Mail to engage in the promotion or sale of any commercial or non-commercial products or services.

Individual users are responsible for refraining from acts that waste resources. These acts may include, but are not limited to, commercial or personal advertising, mass mailing for other than educational purposes, political fundraising, lobbying and other activities that detract from the educational mission of the institution/connection. These actions may result in denial of access.

### **Viruses and sabotage**

No person may communicate any system virus through the Internet or engage in any activity intended to disrupt or damage hardware or software.

### **Internet etiquette**

Users of the Internet are expected to treat others with respect. This means:

Use only the same polite and respectful language to communicate on the Internet as would be appropriate in face-to-face communications in school. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive, and/or adult-oriented will be deemed a violation of this regulation which could result in disciplinary and/or legal action against the violator.

Respect your own privacy and the privacy of others by not revealing your or anyone else's personal address, telephone number, or password without his/her authorization.

Treat the communications, information, and data bases you may gain access to through the Internet as private property. Use them only in ways for which you are sure that you have permission.

### **Security of the system**

The Internet is a voluntary network with no central administration to maintain the security and integrity of the system. Each user is responsible for helping to maintain that security and integrity. Any user who encounters a security problem must report it immediately to the building principal or supervisor. Do not attempt to repeat the problem or to identify the source.

### **Monitoring of District Internet Users**

The BOCES provides access to the Internet for authorized instructional, personnel, business, and administrative purposes only. Personal privacy in the use of the BOCES Internet facilities and connections will not be guaranteed by BOCES. In an attempt to assure that the BOCES Internet facilities and connections are being used only for authorized purposes, BOCES may:

Limit usage of facilities and connections to assigned times and/or locations.

Require users to sign a log or to execute log-in procedures to create a record of their usage.

*Use software or other electronic means to monitor individual usage.*

Examine all personal electronic files.

### **Loss of Internet Privileges**

Any person who violates the BOCES Internet policy, practices and procedures, or the terms of the user agreement may have his/her Internet privileges revoked, suspended, or modified.

### **Students**

A student's privileges may be revoked, suspended, or modified by the building principal. The building principal shall promptly notify the student and parents as necessary. The student and parents shall have the right to an informal conference with the building principal to discuss the basis of the action taken. The decision of the building principal may be appealed to the Superintendent. A student's conduct on the Internet which would be a violation of the BOCES student discipline code may result in disciplinary action in addition to a revocation, suspension, or modification of Internet privileges. Any such disciplinary action must be taken in accordance with the applicable due process of law and BOCES policy, practices and procedures.

### **Employees**

An employee's privileges may be revoked, suspended, or modified by the employee's supervisor. Any employee's conduct on the Internet which would warrant disciplinary action in addition to a revocation, suspension, or modification of Internet privileges, must be taken in accordance with the applicable due process of law and District policy, practices and procedures.

### **Home Pages**

Any district or organization that chooses to have their home page residing on the BOCES Internet server agrees to abide by the terms and conditions of this policy. Any legal cost or damages resulting from the violation of this policy is the responsibility of the subscribing organization.

BOCES retains the right to restrict or remove home page use and access as it deems necessary in order to maintain the intended use and regulations of the BOCES policy. BOCES will notify the author/owner of the home page prior to removing or modifying said home page, if at all possible.

**Gregory J. Vogt, District Superintendent**  
Monroe #1 BOCES  
41 O'Connor Road  
Fairport, New York 14450  
(716) 377-4660  
www.monroe.edu

**Monroe #1 BOCES and Member Districts**

**Internet/Electronic Mail User Application and Agreement**

**Student Form**

Student's Name \_\_\_\_\_

I apply for Internet user privileges as a student of Monroe #1 BOCES. I have read the Internet Policy and Internet Practices and Procedures. I have completed a teacher-supervised orientation in the use of the Internet. I agree to abide by the rules for authorized student uses of the Internet and understand that if I engage in any unauthorized use of the Internet or any use that is not strictly in compliance with BOCES Policy, Practices and Procedures, my Internet privileges may be revoked, suspended, or modified. In addition, I assume personal responsibility and liability, both civil and criminal, for any unauthorized, improper or illegal use of the Internet.

Dated: \_\_\_\_\_

Student's Signature: \_\_\_\_\_



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**Teacher's Certification**

This is to certify that \_\_\_\_\_ has  
satisfactorily completed an orientation in the use of the Internet, including instruction in the  
operation of BOCES equipment, instruction in the authorized educational uses of the BOCES  
Internet facilities and connections, and instruction in the rules and principles of responsible user  
conduct of the Internet.

Dated: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

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**Parent's Notification**

I have read the BOCES Internet Policy and Internet Practices and Procedures. I have been notified and I understand:

that a user may be able to gain access to services on the Internet which may not be appropriate or suitable for educational purposes;

that communications on the Internet are not censored by the District; and that because of these factors it is possible that students will read, view, and hear material on the Internet that they or their parents find inappropriate, offensive, or controversial.

that my child has agreed to abide by these policies by signing above.

that students using the Internet assume personal responsibility and liability, both civil and criminal, for any unauthorized, improper or illegal use.

Dated: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Building Principal or Department Supervisor \_\_\_\_\_

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**Monroe 1 BOCES and Member District**

**Internet/Electronic Mail User Application and Agreement**

**Employee Form**

Employee's Name \_\_\_\_\_

I apply for Internet user privileges as an employee of the Monroe #1 BOCES. I have read the BOCES Internet Policy and Internet Practices and Procedures. I have completed an orientation in the use of the Internet, including instruction in the operation of the BOCES equipment, instruction in the authorized uses of the Internet facilities and connections, and instruction in the rules and principles of responsible user conduct on the Internet. I agree to abide by the rules for authorized uses of the Internet and understand that if I engage in any unauthorized use of the Internet or any use that is not strictly in compliance with the BOCES Policy, Practices and Procedures, my Internet privileges may be revoked, suspended, or modified. In addition, I assume personal responsibility and liability, both civil and criminal, for any unauthorized, improper or illegal use of the Internet.

Dated: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Building Principal or Department Supervisor

# **Monroe #1 BOCES Technology Plan 2006-2009**

**Monroe#1 BOCES  
Technology Plan  
2006-2009**

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**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **Scope**

**Monroe #1 BOCES**  
**Technology Plan**  
**2006-2009**

**Scope of the plan**

The 2006-2009 Technology Plan includes information about Monroe #1 BOCES technology infrastructure, equipment, training, and effective use of resources for all programs and services offered by Monroe #1 BOCES. The Plan covers all Monroe #1 BOCES staff who work in these programs or who provide these services. This plan is comparable to technology plans developed by each component district to serve its own needs. Since each component school district has its own technology plan, this plan treats Monroe #1 BOCES as the “11th district.”

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**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **Mission and Introduction**



# **Monroe #1 BOCES Technology Plan 2006-2009**

## **Mission**

This BOCES-wide technology plan will provide for the use of technology for organizational effectiveness to support and respond to the needs of our students and staff, in order to help students acquire the skills necessary to live, work, and learn to their fullest potential.

## **Introduction: The State of Technology**

Monroe #1 BOCES must provide access and guide students in developing expertise in the use of technology. This challenge reflects the same challenges faced by society as a whole. Educating technically literate citizens is not just an educational goal, but essential to the life-long learning process for each student. What and how students learn will shape how they participate in making critical choices about their futures.

Technological literacy supports our district goals for education by providing students with the resources to make informed choices about future work and education. Improving the district's education and training to take the fullest advantage of new emerging technologies is a challenge Monroe #1 BOCES takes very seriously. Technology, combined with properly trained staff, has been shown to have a positive effect on educating students of all ages. Educational technologies are becoming essential tools which encourage students to become actively involved in the learning process and enable them to experience varied ways of learning that simulate real-life skills.

It has become clear that those best able to use computer-based information will be best prepared to achieve their personal and economic goals. New information technologies such as computer networks, telecommunications, and multimedia will define how well our students compete in future economies. The education system plays a key role in helping students to acquire the skills necessary to live, work, and learn in a society that increasingly relies on these technologies.

**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **History**

# **Monroe #1 BOCES Technology Plan 2006-2009**

## **History**

Monroe # 1 BOCES celebrates its 50<sup>th</sup> anniversary in 2006, exemplifying its position as an established provider of services to its component districts and has been a leader in the area of technology for many years. In addition to providing avenues of technical support to the component districts, BOCES has been committed to providing this district's students with the technical tools and skills development that will lead to learning success.

In the 1996-97 school year, the Monroe #1 BOCES technology committee conducted a staff survey to identify specific areas of need and implement an action plan to further the use of technology in the BOCES school district. The committee established a subcommittee structure to address the priorities identified by the technology committee. Involving representatives from all BOCES departments, groups were formed to examine electronic communication, staff training and BOCES-wide technology leadership roles as well as instructional technology, technology support and technology funding. Those efforts resulted in initiatives such as the development of a BOCES web site and Internet policies, the expansion of e-mail communication to all staff and the addition of a technology coordinator. Based on the needs assessment, staff training was developed to enhance job performance and maximize the use of technology in classroom and administrative support areas.

During the 1999-2000 school year, Monroe #1 BOCES increased its level of direct technical support to BOCES staff and students. The addition of a technology coordinator and on-site, dedicated technicians was put in place to focus on the specific technology needs of our organization. Subsequently, a superintendent-appointed committee reviewed the work of the previous committee and conducted a needs assessment to aid in the goal setting process. The eight-member committee consulted with other members of the BOCES community to develop goals and objectives that would meet the needs of our diverse organization. Under the umbrella of a BOCES-wide technology plan, each departmental area appointed liaisons to work with the technology coordinator and the committee. Specific plans were developed to implement the appropriate use of technology for their individual organizational needs. The BOCES Technology Committee continued to meet on a regular basis to monitor and support the implementation of the plan and represent the departmental technology needs as well as the technology needs common to the entire organization. At the end of each of the two years of the plan, surveys were conducted to evaluate the departmental planning process and the success of the technology support for the district departments.

During the 2001-2002 school year, the technology subcommittees worked with appropriate staff to examine each technology goal area to assess how well the goals served the technology needs of the Monroe #1 BOCES staff and students as well as to establish goals for the 2003-2005 school years.

**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **Committee and Planning**

**Monroe #1 BOCES**  
***Technology Plan***  
**2006-2009**

**Technology Committee and Planning Process**

The Monroe #1 BOCES Technology Committee, comprised of a cross section of representatives from the organization, meets regularly to review the existing state of technology, identify needs within BOCES and explore effective uses of technology in order to develop and implement a technology plan for the Monroe #1 BOCES district staff and students.

The Technology Committee began holding monthly meetings in December of 1999 to develop a working document that would guide Monroe #1 BOCES technology advancements. Joanne Lang, Research and Evaluation, assisted the committee in gathering statistical information needed to develop goals. Other members of the BOCES staff offered their expertise and were involved in the development of the plan's goals and objectives. The Technology Committee has recommended that the plan be reviewed and evaluated every three years.

The Monroe #1 BOCES Technology Committee consists of eight members:

- |                      |                                   |
|----------------------|-----------------------------------|
| • Mary Camelio       | Coordinator of Technology (Chair) |
| • Larry Conte        | Central Administration            |
| • Arlene Crestuk     | Adult Education                   |
| • Michael Ehret      | Eastern Monroe Career Center      |
| • Bernie Maurer      | Special Education                 |
| • John Poland        | Technology Services               |
| • Sheila Wallenhorst | Human Resources                   |
| • John Walker        | School-Community Relations        |

The Technology Committee would like to thank the following staff members for their participation in the development of the Monroe #1 BOCES technology plan:

- |                 |                                         |
|-----------------|-----------------------------------------|
| • Joanne Lang   | Research and Evaluation                 |
| • Karen Boni    | Finance Office                          |
| • Bonnie Garner | Assistant Superintendent for Technology |

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**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **Goals**

**Monroe #1 BOCES  
Technology Plan  
2006-2009**

# **Infrastructure Goal**

**Monroe #1 BOCES**  
**Technology Plan**  
**2006-2009**

**Infrastructure Goal**

**Goal**

Monroe # 1 BOCES technology infrastructure consists of many components. Upon the completion of this plan, all BOCES facilities should meet a consistent level wherever practical. This will enable the seamless delivery of systems and applications that rely on this underlying infrastructure.

**Objectives**

- All new wiring for computer connections will meet a minimum of “enhanced Category 5” standards.
- Maintain existing PBX telephone system and investigate new technology to enable cost effective use of the data network for voice traffic.
- Review and update physical needs for the Monroe #1 BOCES data centers to provide a secure and reliable environment for critical data. This includes updates to the electrical, cooling systems and updates of systems that provide for power in emergency situations in the main campus data center.
- Provide for adequate supplemental power in all wiring closets.
- All new installations of network electronics will maintain the current standard with all ports being “switched Ethernet” and capable of operation at either 10 or 100 mbps. Wiring closet interconnections should operate at a speed of at least 1 gbps.
- Provide wireless access for conference room areas at BOCES buildings. Provide firewall protection to the private segment of the wireless network for BOCES staff. Provide public wireless access to the Internet outside the firewall for those who do not have BOCES network logins.
- Investigate the upgrade to fiber connectivity between sites in the BOCES infrastructure at Linden Park facility and Morgan and Lois E. Bird buildings. Investigate and install a T1 connection at the Auditorium Theatre building for data and voice connections for BOCES offices.
- Continue to develop a secure network system using VPN technology across the BOCES network including the Internet.



- Utilize the current Novell licensing subscription to implement solutions such as upgrading Novell services for improved remote access and support for both PC and Mac platforms. *Upgrading Novell will allow improved authentication between Novell, Windows and Citrix servers with the goal of a single network security directory.*
- Create a standard level of desktop operating system software that will help to maintain and secure our network infrastructure.

(See Appendix A for a diagram of the current Monroe #1 BOCES infrastructure.)